

Upholstery is specified by the Customer or Dealer/Upholstery is purchased by BioFit.

## Steps in Process

1. Customer selects the upholstery/specifies the quantity and model number of the BioFit chair.
2. Dealer provides BioFit with the upholstery manufacturer's name and upholstery color code.
3. BioFit will contact upholstery manufacturer for yard price (Grades run 2-7 in most cases).
4. BioFit will then provide a formal price quote to the dealer, using the requested upholstery.

Once a purchase order is received, if BioFit has not previously manufactured using the specified upholstery, BioFit will order one yard to complete a workability test (generally on a seat). The test process could take up to five days. If BioFit is able to work with the selected upholstery, we will order the yardage required to meet the Purchase order quality. If BioFit cannot work with the upholstery, we will ask the dealer/customer to make another selection.

Lead time will be based on upholstery availability and BioFit's manufacturing time.

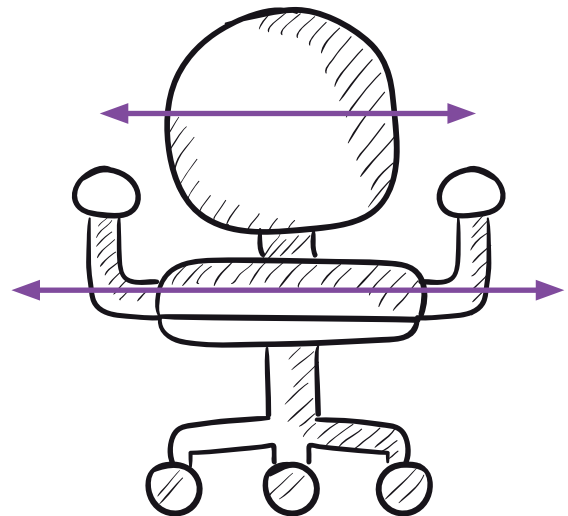
If the selected upholstery has a pattern, BioFit will require the requested pattern direction for the seat and back. Refer to the drawing to the right to confirm the requested direction.

**BACK:** Pattern Direction (*circle choice*)

- 1) As shown on the card
- 2) Some other direction

**SEAT:** Pattern Direction (*circle choice*)

- 1) As shown on the card
- 2) Some other direction



**GENERAL RULE:** The direction an upholstery appears on the color card is the direction the upholstery runs on the seat and back. The example below is the direction the pattern should run. If your choice is to run the upholstery in a different direction than shown on the Card swatch, you must specify as such.



Horizontal Pattern



Vertical Pattern

**NOTE:** Special order and COM upholstery is non-returnable.

Upholstery is specified by the Customer or Dealer/Upholstery is ordered by the Dealer.

## Steps in Process

1. Customer selects the upholstery/specifies the quantity and model number of the BioFit chair.
2. Dealer provides BioFit with the upholstery manufacturer's name and upholstery color code.
3. BioFit will provide the dealer with yardage total needed to complete the seating order.
4. If BioFit has never used the selected upholstery, the dealer will order one yard of upholstery and send it to: BioFit Engineered Products, 15500 BioFit Way, Bowling Green, Ohio 43402 M/F: Dealer Name, Project Name, Model Number Attn: Order Entry. Once a purchase order is received, BioFit will complete a workability test (generally on a seat). The test process could take up to five days. If BioFit is able to work with the selected upholstery, we will instruct the dealer to order the yardage required to meet the Purchase order quality. If BioFit cannot work with the upholstery, we will ask the dealer/customer to make another selection.
5. BioFit will then complete a subsequent workability test (generally on a seat). The test process could take up to five days. If we are able to work with the selected upholstery, BioFit will notify the customer on the day we complete the test. If we feel the COM is questionable, the sample seat will be sent to the dealer for approval prior to proceeding with the seating order.
6. Once the sample is approved, the dealer will order the required amount of upholstery and have it shipped to: BioFit Engineered Products, 15500 BioFit Way, Bowling Green, Ohio 43402 Attn: Order Entry M/F: Dealer's PO#/Project name.

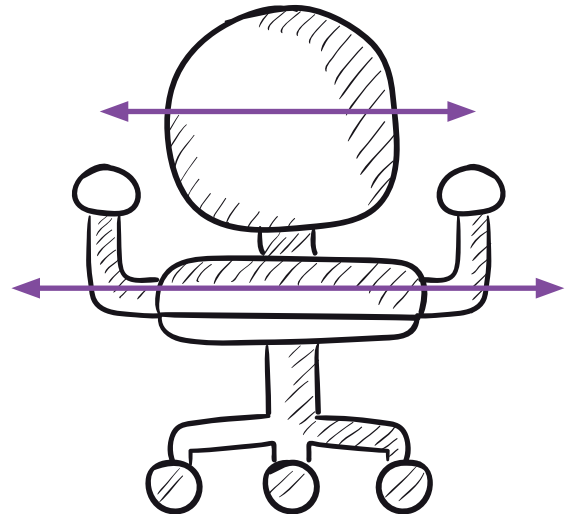
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